

Office of State Procurement
Vendor Maintenance Policy

The policies in this document are effective immediately and in many instances mirror what has become common practice by the Office of State Procurement (OSP) and State agencies. As additional capability is developed within AASIS and OSP, changes will be made to these policies and posted on the OSP web site http://www.arkansas.gov/dfa/procurement/pro_index.html.

Procurement Fundamentals:

“Procurement 101” is an excellent presentation held at the agency’s request or periodically through out the year. The class is an excellent tool for introducing new employees to the State Procurement process. The OSP web site at http://www.arkansas.gov/dfa/procurement/pro_index.html has a training “box” which has additional information and power point presentations on basic procurement processes.

Vendor Master

The vendor master file is the “State’s” official list of vendors. It includes private sector vendors, state employees (used to process travel, tuition and other work related reimbursements) and government entities. There are two methods, both electronic, by which vendors are added to the vendor list.

Vendors may register as “vendors of the state” through the OSP web site at <http://www.arkansas.gov/dfa/procurement/bids/index.php>. Vendors are required to fill out a W-9 in the registration process. Vendors may update their information using the password-protected screens. The Office of State Procurement is responsible for reviewing information provided by vendors and incorporating that information into the State’s vendor master file. Agency personnel should encourage vendors to enter their information via the vendor registration screens. This is the most secure method for entry of sensitive information.

Agencies may register a new vendor, or data on an existing vendor, in the State’s master vendor file by also going through the OSP web site at https://www.ark.org/dfa/osp/aasis_forms/vendor_maintenance_form_f10021.html. Once there, the agency will fill out all information requested on the e-form. First, check the XK03 “vendor display” tutorial http://www.accessarkansas.org/dfa/purchasing/agency/vendatpol_030804.ppt before submitting a request. There is no cost to the vendor using this method to enroll. We cannot accept vendor registration information directly from vendors under this method, AASIS security does not allow this.

- AASIS roll-mapped procurement specialist, procurement technician, and AP specialist are the only agency individuals authorized to submit data.
- New vendors must submit basic data to be enrolled in the vendor master along with a valid W-9. The agency enters the information on the e-form and maintains the W-9 at the agency.
- All changes to existing vendor data must have a new W9. Only AASIS roll-mapped procurement specialist, procurement technician, and AP specialist may submit changes to vendor data
- Any penalties or assessments arising from inaccurate information attributable to the agency will be charged back to the individual agency’s records.

If you experience problems with vendor information please email AASIS-OSP@dfa.state.ar.us or call 501-324-9316.